

**BY ORDER OF THE COMMANDER
RAMSTEIN AIR BASE**

**RAMSTEIN AIR BASE
INSTRUCTION 36-2901**

13 AUGUST 2013

Personnel



**COMMANDER'S EMPHASIS ON MILITARY
STANDARDS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-29, *Military Standards*. This instruction provides guidance that was formerly found in 86th Airlift Wing Commander (86 AW/CC) Policy Letters. This instruction supersedes all guidance provided in previous 86th Airlift Wing Commander (86 AW/CC) Policy Letters on the same subjects. It applies to all organizations on Ramstein Air Base and Air Force geographically separated installations in the Kaiserslautern Military Community unless otherwise specified in subsequent paragraphs. Military members who violate the specific prohibitions contained in this instruction can be prosecuted under Article 92, Uniform Code of Military Justice (UCMJ), or any other article from the UCMJ, as appropriate. Direct questions or comments on the contents of this instruction, through appropriate channels, to 86th Airlift Wing, Unit 3300, APO AE 09094. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*. Route AF Form 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363_USAFESUP, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Management System (AFRIMS): <https://www.my.af.mil/gcssaf61a/afirms/afirms/rims.cfm>.

1. Responsible Alcohol Use

1.1. Alcohol Related Incidents (ARIs) are a serious issue for our Airmen, families, and local community. ARIs directly affect our ability to conduct our military mission, disrupt unit manning and productivity, and create additional burdens on unit leadership.

1.2. Airmen can and must make responsible choices involving alcohol consumption. ARIs are avoidable—the circumstances leading up to them are directly shaped by our choices. We must make responsible choices, and our decisions must reflect “service before self.” No excuse can justify the behavior, which negatively impacts our mission, people, and community. Therefore, our bottom line is: “No ARIs...No Excuses...Drink Responsibly!”

1.3. Our first pillar for combating ARIs is Mission Focus. ARIs directly impede mission success by creating additional workloads such as investigations, medical attention, and disciplinary proceedings, thereby distracting us from our mission. ARIs result in harmful and costly consequences, including the death of our Airmen. We must discuss the negative impact of alcohol abuse on mission accomplishment with our Airmen.

1.4. Our second pillar for defeating ARIs is Taking Care of Each Other. We must reinvigorate the Wingman concept. A Wingman should never be our excuse for irresponsible choices and behaviors. Wingmen must step in *before* a situation escalates and help ensure right decisions are made in the first place. Most importantly, Airmen should not make choices that put their wingmen in vulnerable or risky positions.

1.5. Our third pillar for eliminating ARIs is Personal Accountability. Personal accountability means taking ownership of our actions and adhering to Air Force standards and core values. Using the core values as a guide is essential to good decision-making. On and off duty decisions can have significant impacts on our mission, units and families. Our nation depends on responsible and reliable Airmen.

1.6. We need to be mindful of what alcohol related incidents cost us. Many Airmen with great potential have ended their careers because they failed to meet their personal responsibility due to poor choices and often criminal behavior related to the use of alcohol. Our mission, Airmen and families demand responsible alcohol use—anything less will directly undermine the defense of our nation.

1.7. In accordance with Air Force Instruction (AFI) 44-121, *Alcohol and Drug Abuse Prevention and Treatment (Adapt) Program*, unit commanders will refer all service members to the ADAPT program when substance use is suspected to be a contributing factor in any incident, e.g., DUI/driving while intoxicated (DWI), public intoxication, drunk and disorderly, spouse/child abuse and maltreatment, under-aged drinking, positive drug test, or medical incidents.

1.8. Referrals can be made by calling ADAPT at DSN 479-2390. Referrals will occur within seven (7) calendar days of the incident.

2. Courtesy Patrols

2.1. Courtesy patrols are defined as wing, group, and squadron leadership joining the 569th United States Forces Police Squadron (USFPS) and host nation law enforcement personnel to conduct foot patrols throughout the high-density “Walk Platz” area of Kaiserslautern. Courtesy patrols provide wing leadership with vital situational awareness regarding the

presence of our Airmen in downtown Kaiserslautern during late night hours. Individuals conducting courtesy patrols with the 569 USFPS will attend a safety or post briefing prior to accompanying security forces members to the downtown area.

2.2. 86 AW group commanders, deputy group commanders, group superintendents, squadron commanders and squadron first sergeants will perform a courtesy patrol within 90 days of being in that position. 86 AW group leadership will track and enforce compliance within their groups.

2.3. Tenant organization commanders will determine specific requirements for Courtesy Patrol participation.

3. General Order Regarding Personnel Curfew

3.1. Curfew policies are intended to protect service members and reduce the potential for off-duty misconduct, mishaps and incidents. When deemed necessary, the 86 AW/CC will establish a curfew for all assigned personnel. Curfew orders will be disseminated through official channels including, but not limited to: unit recall, livewire, and/or mass email. When implemented, the 86 AW/CC will provide specific procedures.

4. Child Supervision

4.1. The child supervision matrix (Attachment 2) provides standards for the supervision of children within the KMC. Parents are ultimately responsible for the welfare and actions of their children, and failure to exercise those parental responsibilities may constitute child neglect. Parents must use good judgment and consider the physical, emotional and psychological maturity of their child when determining the level of supervision required. Children with a history of ADHD, ADD, Developmental Delay, behavior problems, impulsivity, psychiatric problems or other impairments should not be given the degree of self-management/responsibility indicated in the child supervision matrix.

5. Military Pass Sign-Out Procedures

5.1. Commanders will establish appropriate accountability procedures for military members within their respective groups. These procedures shall include, at a minimum, the following:

5.2. All military members who travel outside the "local duty area" (defined for this instruction as a 200-mile radius from Ramstein Air Base or the center of a geographically separated unit) will sign out through procedures established by unit commanders. Commanders and supervisors will ensure that Airmen are using solid Operational Risk Management (ORM) and safety principles for their travel planning (i.e. appropriate modes of travel, driving times, lodging reservations, etc).

5.3. Military members will enter appropriate contact information on an AF Form 4392, *Predeparture Safety Briefing* prior to departure. For accountability purposes, unit commanders shall be able to provide a copy of the AF Form 4392 at any time.

5.4. For members traveling solely within the local duty area, sign out is required when such travel includes an overnight stay away from the member's primary residence and if the member cannot be reached at a phone number provided on the unit recall roster.

5.5. As part of the sign out process, commanders will ensure that members traveling outside of Germany (or Host Nation for GSUs) have all appropriate travel documents (passports,

visa, International Drivers License, Green Insurance card, etc.). Commanders will ensure that prior to such travel, members review current travel requirements and restrictions listed in the Department of Defense (DoD) Foreign Clearance Guide (<https://www.fcg.pentagon.mil/>).

6. Prohibition of Use of Flash Media Devices

6.1. Due to availability and affordability, the use of external USB memory devices has increased dramatically. These devices include external hard drives, memory sticks, thumb drives, smart phones, MP3/4 players, digital cameras, and any other USB devices capable of storing information. These devices pose serious information assurance security risks and expose the Ramstein Enterprise Network to possible damage and the theft or accidental release of sensitive information by circumventing network perimeter defenses.

6.2. Connecting any external USB memory device to the Ramstein Enterprise Network computer systems is prohibited unless the device has been specifically approved by the unit Information Assurance Officer. Furthermore, approved devices may only be attached to the Ramstein Enterprise Network computer systems by individual users who have been approved by their commander to connect external USB memory devices. These restrictions apply to all networked computer systems, regardless of the physical location (Ramstein Airbase (AB), Vogelweh AB, Geographical Separated Units (GSUs), etc.) or if the system is temporarily removed from the Ramstein Enterprise Network (Temporary Duty (TDY) or VPN from home).

6.3. The 86th Communications Squadron monitors compliance by actively scanning the network for unauthorized USB memory devices. When an unauthorized USB memory device is connected, the computer records the USB memory device's serial number and tracks the user who logged in to that computer at the time.

6.4. Users who violate this policy: (1) will be reported to the 86th Communications Squadron Commander (86 CS/CC), (2) will have their network account temporarily disabled, (3) will re-accomplish annual Information Assurance training, (4) will have their Squadron Commander (or equivalent) report a synopsis of corrective actions to the 86 CS/CC for network access restoral, (5) and, if currently approved for use of approved USB devices, will have USB device privileges suspended for a 6-month period.

7. Off-Base Uniform Wear

7.1. During Force Protection Condition (FPCON) Normal, Alpha, and Bravo, wearing of military uniforms off base is authorized with the following caveats:

7.2. Personnel traveling via commercial means (aircraft, trains, buses, etc.) will wear civilian clothing and when possible, not carry items that readily convey a DoD affiliation.

7.3. Uniform wear on local public transportation is limited to taxi use only.

7.4. Personnel will limit activities off base in uniform and avoid locations where uniforms are inappropriate or where alcohol is regularly served (i.e., bars, pubs, etc.).

7.5. For planned gatherings of less than 50 uniformed individuals, the senior sponsoring member determines if uniform wear is appropriate. Off-base gatherings of 50+ in uniform require threat working group review and obtain garrison/installation commander approval.

7.6. During FPCON Charlie or Delta, the off-base uniform policy will be directed by applicable garrison/installation commander.

8. Designated No-Hat Areas

8.1. The following areas are designated as permanent no-hat areas at Ramstein AB, Vogelweh and Kapaun Air Station (AS).

8.2. The flight line aircraft maintenance areas, to include the area surrounding the Dual Bay Hangar, bldg 2018 (86 Aircraft Maintenance Squadron (AMXS)).

8.3. Areas 200 feet around bldgs 2019, 2295, 2214, and 2208 within maintenance areas (86 Maintenance Squadron (MXS)).

8.4. Area between bldgs 2210 and 2291 (37 AS).

8.5. Area between bldgs 2330 and 1331 (76 AS).

8.6. The flight line and maintenance areas around bldgs 2089 and 2231 (86 AMXS).

8.7. Areas around fuels flight bldgs 2283, 2310, 2314 and fuel truck parking area (86 Logistics Readiness Squadron (LRS)).

8.8. AMC aircraft parking area and areas around bldgs 2368 and 3330 (721 Air Mobility Squadron (AMXS)).

8.9. Cargo handling areas inside fenced area surrounding bldg 3334 and 3335 (721 APS).

8.10. Immediate vicinity of bldg 2356 (721 AMXS).

8.11. Fenced area adjacent to bldgs 2693 and 2694 (86 Munitions Squadron (MUNS)).

8.12. Inside the fenced area of the Joint Mobility Processing Center (86 LRS).

8.13. General Purpose Vehicle Compound (86 Vehicle Readiness Squadron (VRS)).

8.14. Special Purpose Vehicle Compound (86 VRS).

8.15. Munitions Storage Area to include inside the fence line of building 2696 (86 MUNS).

8.16. Cryogenics Storage Area, building 2050, inside fence line and liquid oxygen (LOX) cart ready line (86 LRS).

8.17. Entire Combat Arms Training Complex (569 USFPS).

8.18. The area inside the fence from building 2220 to Ramp 6, Ramp 1, and Dual Bay (86 AMXS).

8.19. Picnic, barbeque and athletic areas may be designated as "No Hat Areas" by group or squadron commanders only during special functions.

8.20. Area between back doors of bldg. 2388 (521 AMOW).

8.21. The sidewalk connecting the Area Dental Lab entrance to the south entrance of building 31 (86 DS).

8.22. Hats are to be worn at all times in all other outdoor locations, to include outdoor eating areas run by Army and Air Force Exchange Service (AAFES), 86th Force Support Squadron (FSS) and/or concessionaires.

8.23. Guidance for the establishment of "no hat" areas stipulates that these areas be designated as such only for mission or safety reasons. They are not designated for convenience and should be kept to an absolute minimum. The above locations have been reviewed and validated by the Kaiserslautern Military Community (KMC) First Sergeants in consultation with their commanders.

9. Wear of Unit Designator on Desert Sand T-Shirt

9.1. Personnel are authorized the wear of unit designation on the desert sand t-shirt. The silk screen will be affixed to the left side of the chest and will not exceed five inches in diameter. Unit designations will be limited to unit emblems/patches only.

10. Sage Green Fleece

10.1. Personnel are authorized indoor wear of the sage green fleece when working in an open-door hangar/bay/garage. All other indoor wear of the sage green fleece will be explicitly determined by the Wing Commander.

11. Wear of the Black Watch Cap

11.1. Personnel are authorized wear of the black watch cap from 1 October through 15 May of each year as weather dictates. The black watch cap will only be worn with authorized outer garments, physical training uniform or service dress.

12. Wear of the Sage Green Watch Cap

12.1. Personnel are authorized wear of the sage green watch cap from 1 October through 15 May of each year as weather dictates. The sage green watch cap will only be worn with authorized outer garments or physical training uniform.

13. Wear of Headgear

13.1. Personnel are authorized to wear plain dark blue or black religious head coverings indoors while in uniform. Religious head coverings may also be worn, concealed under the uniform/headgear, outdoors while in uniform.

14. Winter Clothing Wear

14.1. Personnel are authorized the wear of winter clothing items to include but not limited to parkas, protective footwear and specialized winter flight clothing from 1 October through 15 May of each year as weather dictates, and then only in immediate execution of those duties requiring this equipment.

15. RAB Motorcycle Mentorship Program

15.1. The 86 AW motorcycle mentorship program is designed to enhance continuing rider education, technical skill development, and rider camaraderie with the goal of reducing motorcycle mishaps. European roads pose unique challenges to motorcycle riders accustomed to riding in the U.S. The various types of road materials and climate create a challenging environment for both inexperienced and even the most experienced riders. Our installation has a cadre of cyclists who have acquired improved riding skills through several years of experience in Europe. These riders can demonstrate proficiency and help reduce the risks of riding in Europe by passing their talents and techniques to our novice cyclist community. A unit sponsored mentorship program is the best way to capitalize on this

experience. The objective of the mentorship program is to foster an environment conducive to the transfer of valuable experience, skill, and knowledge in order to produce a safer motorcycle rider and eliminate mishaps.

15.2. Unit commanders will establish a mentorship council and implement a motorcycle mentorship program within their organization. The mentorship council should include the unit commander, motorcycle safety representatives (MSR), the unit safety representative or staff, and a cadre of mentor riders. Commanders can tailor their programs to best fit their squadrons as long as the ultimate goal is to facilitate safer riding. At a minimum, the program should encompass the following:

15.3. The mentorship council should select the most experienced riders to be mentors. An experienced rider is not based on age, but on total riding experience. A rider gains experience by riding in various climates, weather conditions, operating different types of motorcycles and miles traveled. If experienced riders are not available, the MSR should contact their designated group representatives to seek available mentors from other units.

15.4. A rider should be considered inexperienced if they are either a first-time rider or new to the Ramstein area. The mentorship council may consider any rider as a novice and recommend additional training.

15.5. Units without a large enough contingent of riders may combine with other units within their Group. The overall goal is to keep each mentorship program large enough to provide worthwhile instruction without becoming too large to prohibit one-on-one interaction between riders and mentors.

16. RAB Motorcycle Registration Program

16.1. An extensive historical review of motorcycle training revealed that 90% of all Ramstein-assigned AF motorcycle riders obtained their licenses by completing their qualification training on a motorcycle which they did not own. It is important that riders train on the motorcycle they intend to ride. All motorcycles are different and we must “train like we fight” or in this case, “train like we ride!”

16.2. Air Force military and civilian personnel and their family members applying for a motorcycle license (app I) must complete the licensing and registration requirements IAW Army in Europe (AE) Regulation 190-1, *Registering and Operating Privately Owned Motor Vehicles in Germany* and USAFE 31-202, *Driver and Vehicle Requirements and The Installation Traffic Code for The U.S. Forces in Germany*.

16.3. Additionally, the Ramstein Installation Commander's goal is to have all personnel receive required Motorcycle Safety Foundation (MSF) courses on the motorcycle they will operate in Germany. Therefore, additional requirements are levied for Air Force military and civilian personnel and their family members operating motorcycles on Ramstein AB, Vogelweh, Kapuan and Einsiedlerhof:

16.4. Air Force personnel who have a valid country license or motorcycle endorsement will be issued a 3-day temporary motorcycle license/registration to complete the required Motorcycle Safety Foundation (MSF) safety course (Basic (novice) or Experienced) on the motorcycle they will operate in Germany. Riders who have never been trained or have

expired training (greater than three years) must transport, not ride, their motorcycle to and from training.

16.5. Upon completion of required training, members will show proof and the local community Defense Transportation System (DTS) will issue AE Form 190-1G (valid for 60 days) and send the AE Form 190-1T, *Application for U.S. Forces Pov Certificate of License and Allied Transactions* and fee to the USAREUR Registry of Motor Vehicles (RMV) for processing.

16.6. If a member purchases a new motorcycle, he/she must conduct retraining on that motorcycle and receive a signed memorandum in order to register.

16.7. Personnel are exempt from retraining if they can provide proof (e.g. registration documents) that they have owned their motorcycle for more than 18 months or if the purchase of a new motorcycle is of similar type and capability of a previously registered motorcycle.

16.8. A motorcycle of similar type can be classified as one of the following style of motorcycles: touring, cruiser, sportbike, dual purpose, standard and scooter. A rider going from a cruiser to a sportbike will be retrained. A rider going from a cruiser to another cruiser will be considered for exemption from retraining. A motorcycle with similar capabilities can also be classified by the engine size (250cc, 600cc, 750cc, 900cc, 1000cc, etc.). A rider going from a 250cc to 600cc or 750cc to 1000cc will be retrained. A rider staying at or near the same engine size (within 150 cc) is exempt from retraining.

16.9. The unit commander, with assistance and recommendations from the unit Motorcycle Safety Representative, will interview each rider before providing a signature on the registration memorandum to determine if an exemption is warranted.

17. Use of Headphones

17.1. The use of headphones while running, jogging, walking, bicycling, or skating hinders or prevents recognition of emergency signals, alarms, announcements, approach of vehicles, human speech, and the ability to determine the direction from which sounds are coming.

17.2. Headphone use is prohibited on all roadways and sidewalks on Ramstein AB with the exception of the following areas: The northwestern portion of the Hercules Trail (once it exits sidewalks behind housing), the Rails to Trails track east of Lawn Avenue, and the fitness assessment track. See 786 FSS-Approved Jogging/Running Tracks (Attachment 3) for a map of trails.

17.3. Headphone use off-base is prohibited when running, jogging, walking, bicycling, or skating on roadways or trails that are subject to any type of vehicle traffic.

18. Wear of Reflective Belts

18.1. Reflective belts and vests are a proven way to enhance the safety of Air Force members. Therefore, when in military uniform, all KMC Air Force personnel are required to wear reflective belts or vests when outdoors and exposed to traffic environments during hours of darkness (dusk to dawn) or periods of reduced visibility. Additionally, all joggers, in or out of uniform, will wear a sufficient amount of reflective type clothing (i.e. AF PT uniform) or reflective belts/vests on jogging apparel during hours of darkness or periods of reduced visibility.

18.2. Definitions

18.2.1. Darkness: official sunset to sunrise.

18.2.2. Reduced visibility: anytime inclement weather or restricted visibility requires a vehicle operator to use headlights (and/or windshield wipers) to maintain traffic lane awareness or alignment.

18.2.3. Exposure to traffic environments: conducting any type of activity in streets or parking lots (i.e. directing traffic or street construction work).

18.3. Commanders will issue reflective belts or vests to their military members and will enforce their wear. Commanders and supervisors will provide on-the-spot correction for members failing to wear reflective belts. At the discretion of the 86 SFS/CC and/or 569 USFPS/CC, Security Forces personnel requiring a tactical advantage may be exempt from the wear of reflective belts/vests. We must take every action we can to protect the most important resource we have, our people.

19. Commander's Equal Opportunity Guidance

19.1. Our Airmen are our most important resource. The diversity of our personnel and professional talent is what makes our Air Force the most powerful air, space and cyber force on the planet. Our standard is to ensure each individual has the opportunity to reach their full potential in an environment free from discrimination and sexual harassment. Treating each other with respect and human dignity is the right thing to do and is essential to our combat readiness. All Airmen are part of our Air Force family. Let's treat each other that way.

19.2. Air Force policy on discrimination and sexual harassment is very simple and direct. Discrimination based on race, color, religion, national origin, sex (and in the case of civilian employees age or disability) in any form destroys morale and is incompatible with good order and discipline.

19.3. All commanders, first sergeants and supervisors are expected to set the example and to hold their subordinates accountable for violations of discrimination and sexual harassment. In addition, it is our responsibility to ensure that personnel who have complaints of discrimination are apprised of their right to seek assistance from the 86th Airlift Wing Equal Opportunity Office. Everyone should be able to live and work in an environment free from discrimination and harassment.

20. Installation Commander's Critical Information Requirements (CCIRs)

20.1. It is imperative that critical information flows to the appropriate agencies at the earliest possible time. The CCIRs listed below are the minimum requirements that must be up-channeled through the 86 AW Command Post (CP), who will facilitate the C2 process and notify appropriate leadership and lateral support agencies.

20.2. The following CCIRs require immediate notification to the 86 AW/CP.

20.3. All OPREP-3/CCIR reports that apply to 86 AW units and installations.

20.4. Death or Serious Injury/Illness of any active duty, civilian, or dependent personnel assigned to Ramstein AB (permanently or temporarily).

20.5. Any aircraft incident/accident at Ramstein AB and/or involving 86 AW personnel or equipment.

20.6. Any suicide, attempted suicide, or suicidal ideation by an 86 AW member or their dependent at home station or deployed/TDY location.

20.7. Negligent discharge of a firearm.

20.8. Alcohol Related Incident (ARI) of any member of the 86 AW or any ARI that may cause host nation media attention.

20.9. Any event(s) that may cause international/local media attention.

20.10. Any off-base fire or other incident affecting housing of an 86 AW assigned person.

20.11. Any unusual occurrence or significant event/incident involving installation resources that does not meet any reporting criteria but in the judgment of the commander merits 86 AW attention.

20.12. 86 AW Point of Contact (POC) for CCIRs is 86 AW/CP Chief, 480-2121 or 86aw.cp@ramstein.af.mil for questions.

21. Base Appearance Program

21.1. Maintaining USAFE's premier installation is a cooperative effort among all assigned organizations. The Base Appearance Program consists of two key elements: The Base Pride Program and the Facilities Excellence Team (FET).

21.2. The Base Pride Program provides a systematic, organized approach to maintaining our base appearance at a high-level every day. The Base Pride Program does not release facility managers from their current responsibilities to clean within 100 feet of their facility; instead, it supplements the facility manager program by assigning ownership to all other areas beyond the immediate vicinity of a facility (see Base Pride ownership map at Attachment 5 and Base Pride checklist at Attachment 6). The intent of this program is to encourage all community members to take pride in the appearance of their base and provide commanders with an organized and effective means to initiate such efforts. Base pride days are scheduled whenever deemed necessary by the 86th AW leadership, at a minimum twice a year in conjunction with Fall and Spring Cleanup days.

21.3. The FET is an installation-wide detail responsible to police areas and pick-up trash, cigarette butts, debris, empty common area trashcans, etc. During high-visibility visits/events, the FET team aggressively works specific routes, which include areas on Ramstein, Vogelweh and Kapaun.

22. Safety Guidelines

22.1. Ramstein hosts the most unique mission in Europe. We have the ability to respond to every crisis in theater. Although our daily operations are very diverse, our primary duty is to assure continual readiness and excel when we are called to the fight. Our objective is to ensure all of our team members are safe both on and off duty. Commanders and supervisors at all levels are responsible to protect personnel and equipment under their authority.

22.2. While commanders are committed to providing the safest working environment possible, we all have a personal responsibility to ensure our own safety and the safety of those around us. Know your limitations and, as good wingmen, watch out for one another.

22.3. The challenges we face require our constant attention. Everyone must assess risk at all levels and implement mitigating actions. ORM is the cornerstone of mishap prevention for commanders, supervisors and individuals to make consistent decisions that ensure mission success.

22.4. Correct hazardous situations on the spot; call “knock-it-off” if necessary and use your chain of command to correct the situation. If someone is hurt or something is damaged, report the event as soon as possible.

22.5. The bottom line is clear; we must accomplish our combat mission while protecting our people and resources. This begins with a proactive, daily application of risk management principles in everything we do. Mishap prevention or mishap reporting inquiries can be directed to the 86 AW Safety Office at DSN 480-1840.

CHARLES K. HYDE, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-29, *Military Standards*, 29 October 2009

Air Force Manual 33-363, *Management of Records*, 1 March 2008

AFMAN 33-363_USAFESUP, *Management of Records*, 25 November 2008

AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (Adapt) Program*, 11 April 2011

AE Regulation 190-1, *Registering and Operating Privately Owned Motor Vehicles in Germany*, 4 December 2006

USAFE 31-202, *Driver and Vehicle Requirements and The Installation Traffic Code for The U.S. Forces in Germany*, 4 December 2008

Air Force Occupational Safety and Health Standard 91-501, *Air Force Consolidated Occupational Safety*, 7 July 2004

Air Force Instruction 91-207, *The US Air Force Traffic Safety Program*, 27 October 2011

86th Airlift Wing Instruction 31-201, *Installation Traffic Code*, Date TBD

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AE Form 190-1T, *Application for U.S. Forces Pov Certificate of License and Allied Transactions*, December 2008

AF Form 4392, *Predeparture Safety Briefing*, 5 August 2011

Prescribed Forms

No Prescribed Forms

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

AE—Army in Europe

AB—Air Base

ADAPT—Alcohol and Drug Abuse Prevention and Treatment

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSH STD—Air Force Office of Safety and Health

AFRIMS—Air Force Records Management System

AMS—Air Mobility Squadron

AMXS—Aircraft Maintenance Squadron
ARI—Alcohol Related Incident
AS—Air Station
AW—Airlift Wing
CC—Commander
CCIR—Commander's Critical Information Requirements
CP—Command Post
DoD—Department of Defense
DUI—Driving Under the Influence
DWI—Driving While Intoxicated
FET—Facilities Excellence Team
FPCON—Force Protection Condition
FSS—Force Support Squadron
GSU—Geographically Separated Unit
IAW—In Accordance With
KMC—Kaiserslautern Military Community
LOX—Liquid Oxygen LRS - Logistics Readiness Squadron
MSF—Motorcycle Safety Foundation
MSR—Motorcycle Safety Officer
MUNS—Munitions Squadron
MXS—Maintenance Squadron
OPR—Office of Primary Responsibility
ORM—Operational Risk Management
POC—Point of Contact
RDS—Records Disposition Schedule
SFS—Security Forces Squadron
TDY—Temporary Duty
UCMJ—Uniform Code of Military Justice
USFPS—United States Forces Police Squadron
VPN—Virtual Private Network VRS -Vehicle Readiness Squadron

Attachment 2

KMC CHILD SUPERVISION POLICY MATRIX

PARENTS ARE ULTIMATELY RESPONSIBLE FOR THE SAFETY AND SUPERVISION OF THEIR CHILDREN.

| Age of Child | Unattended ¹ in yard or playground? | Walk unattended ¹ to school or bus? | Left unattended ¹ in quarters? | Baby-sit others? |
|--------------|--|---|--|------------------------------|
| Under 5 | No | No | No (Will NOT be left unattended in a parked car - per RABI 2005 31-204 CHP.4.1.21) | No |
| Age 5 - 6 | No | No | No (Will NOT be left unattended in a parked car - per RABI 2005 31-204 CHP.4.1.21) | No |
| Age 7 - 9 | Yes. During daylight hours with access to adult. | Yes, but not across busy streets or more than 1 mile. | No (Will NOT be left unattended in a parked car - per RABI 2005 31-204 CHP.4.1.21) | No |
| Age 10 - 11 | Yes. With access to an adult. | Yes | Yes ² . Up to 3 hours with access to an adult. | No |
| Age 12 - 13 | Yes | Yes | Yes ² . Not over night. | Yes. Not over night. |
| Age 14 - 15 | Yes | Yes | Yes ² . Not to exceed 24 hours. | Yes. Not over night. |
| Age 16 - 17 | Yes | Yes | Yes ² . Not to exceed 3 consecutive days. Must have periodic checks by adult. | Yes. Not to exceed 24 hours. |

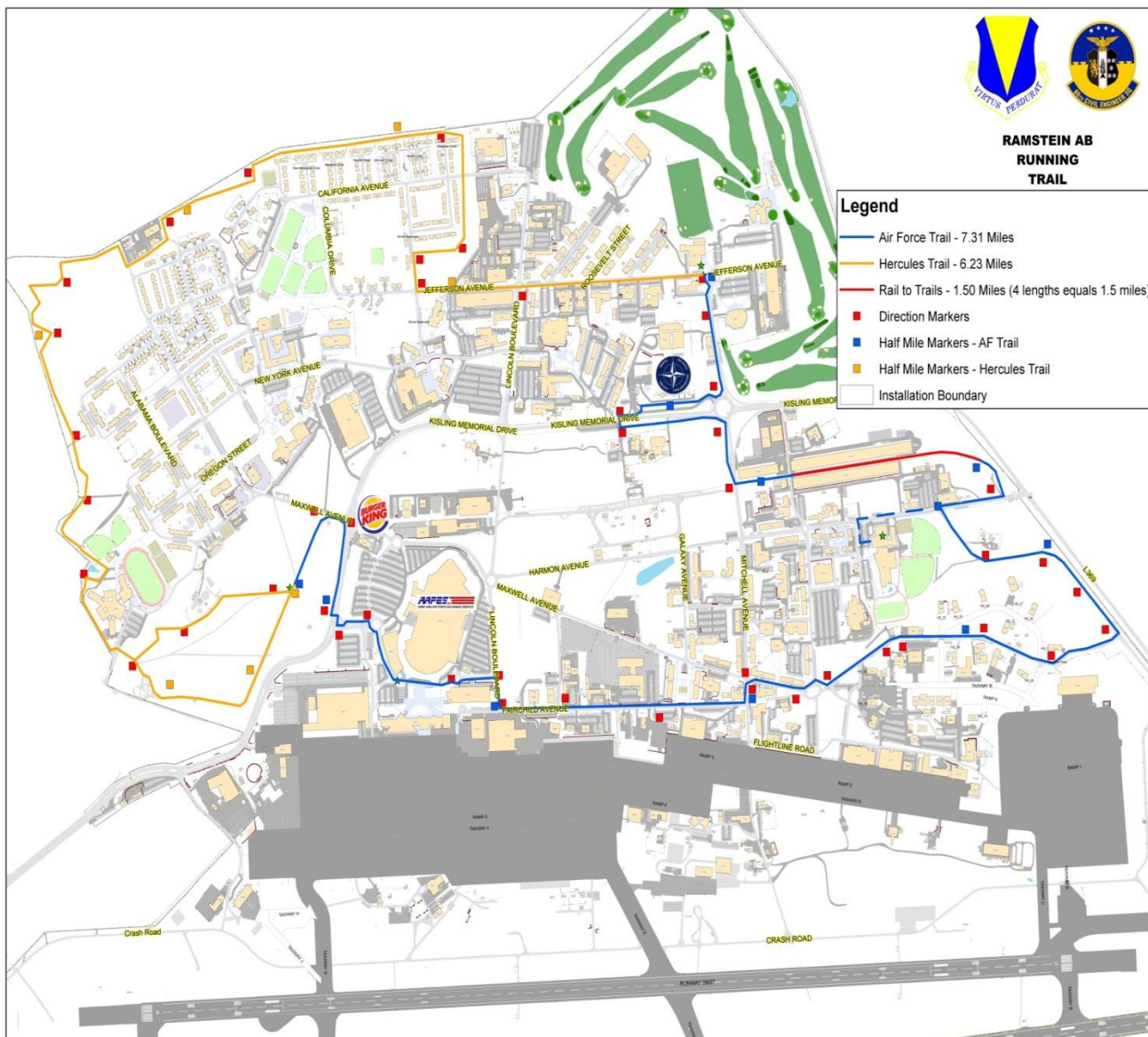
¹ A child is considered to be "attended" when in the presence of, or under the protection of (within sight or hearing), an appropriate caregiver. Completion of Red Cross Baby-sitting class and Infant/Child CPR is strongly recommended for every teen before caring for other children.

² When left unattended in quarters, children must have access to an adult – parent's phone number, neighbor, etc. Parents must designate a responsible adult to periodically check in on the children. If left overnight, a medical power of attorney is strongly recommended.

Attachment 3

786 FSS-APPROVED JOGGING/RUNNING TRACKS

Figure A3.1. IMAGE A2 JOGGING/RUNNING TRACK



Attachment 4**86 AW MOTORCYCLE REGISTRATION LETTER (SAMPLE)**

MEMORANDUM FOR 569 USFPS/S5V

FROM: Unit Commander

SUBJECT: Motorcycle Registration

1. This is to certify that (grade, last name, first name)_____from
_____(organization) has completed an appropriate Motorcycle Safety
Foundation (MSF) rider course on the vehicle to be registered or provided the necessary
competency documentation validating the 18 month requirement on (dd-mmm-yyyy)
_____. Member is authorized to register the following vehicle and must present
this document along with all other required materials to the 569 USFPS vehicle registration
office. This letter is valid only for 30 days from date of issuance.

Year : _____

Make : _____

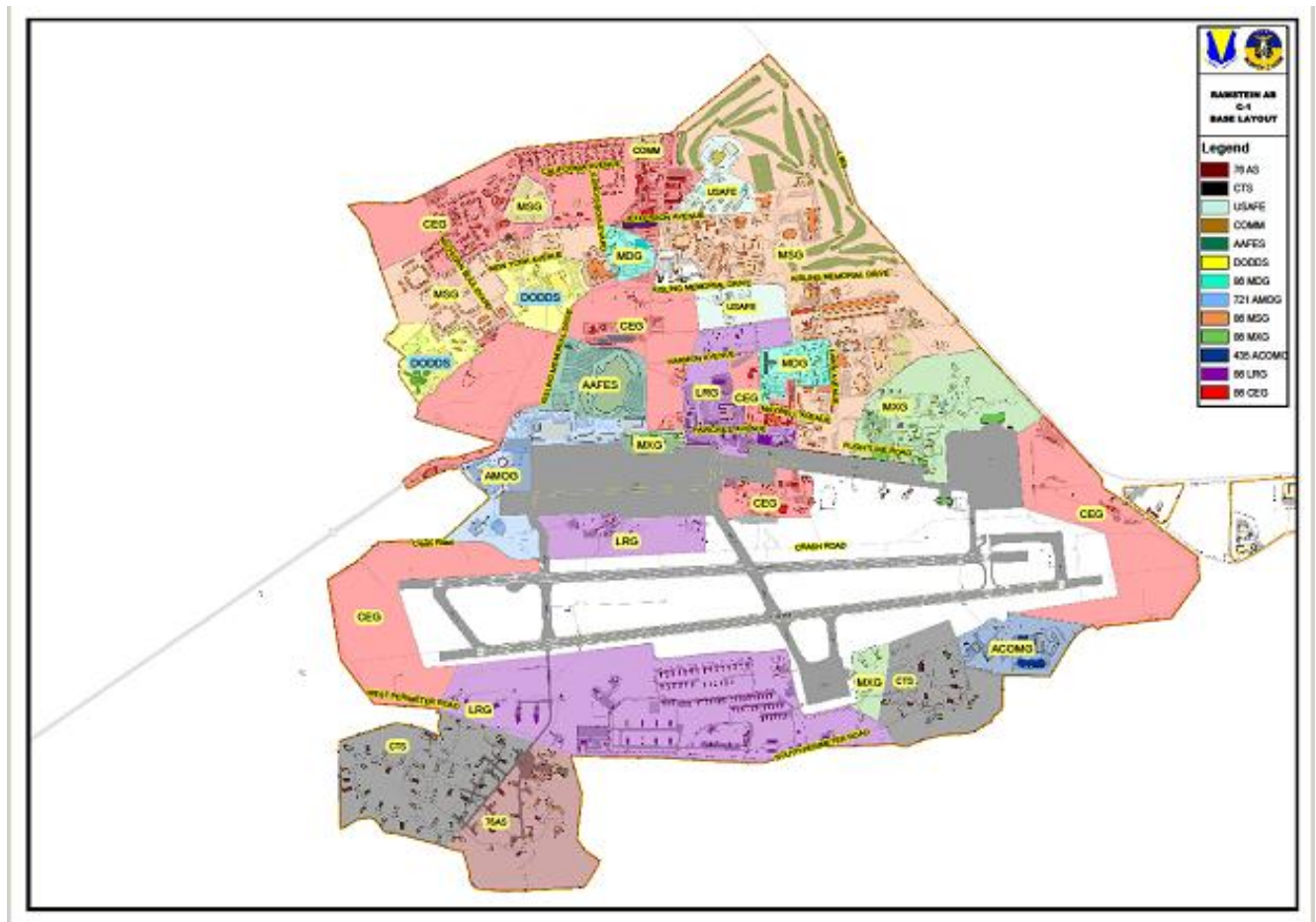
Model: _____

Cubic centimeters/cc: _____

Unit Commander (print and sign name)

Date

Attachment 5
BASE PRIDE OWNERSHIP MAP



Attachment 6

BASE PRIDE CHECKLIST

| Base Pride Checklist | | | |
|----------------------|--|----|-----|
| NO. | ACTION | NO | YES |
| | Purpose: To encourage all personnel to take pride in the appearance of RAB, identify specific areas of responsibilities/requirements, and facilitate a fair- shared team approach to base cleanliness | | |
| | Within Designated AOR | | |
| 1 | Clear trash & debris from sidewalks/parking lots/curbs/street gutters/smoking areas (pick up cigarette butts)/common areas/wooded areas throughout the AOR (pay specific attention to the corners of parking lots where street sweepers cannot access) | | |
| 2 | Pick up trash and debris adjacent to or along roadway within AOR | | |
| 3 | Clean area around dumpsters and recycling containers/ensure lids are closed and the dumpsters are not filled above normal capacity | | |
| 4 | Remove fallen tree limbs and pull weeds from sidewalks/curbs/puzzle pads/planters boxes & flower beds (place branches/bagged leaves & weeds at the nearest MAIN roadway for pickup by CE--separate tree branches and shrubs into two piles at curbside-- one for small wood stems up to 4 inches in diameter, and another for larger material -- Contact CE customer service if items placed on main roadways are not picked up Comm. 0631-536-6623/7703/7107, DSN 489-6623/7703/7107) | | |
| 5 | Empty all exterior trash and cigarette butt cans (Cigarette waste should be emptied in a plastic bag with water covering the contents and placed beside the butt can or trash container until the next duty day) | | |
| | Facility Manager's Responsibilities (within 100 ft of facility) | | |
| 1 | Accomplish all of the above within 100 feet of the facility | | |
| 2 | Rake leaves and pick up litter and debris | | |
| 3 | Clean glass on all windows/doors inside & out | | |
| 4 | Clean shared parking lots beyond 100 ft in the vicinity of facility | | |
| 5 | Trim bushes/shrubs/hedges ensure a healthy and neat appearance around facility | | |
| 6 | Visually inspect entire exterior of facility for maintenance needs such as painting/pressure washing/repairs...etc (Contact CE customer service or submit a work request) | | |
| | *Notes* | | |
| | Contact the Self Help Store to pick up bio-degradable bags/borrow rakes/shovels/leaf blowers...etc: Ramstein AFB building 510 M-Th 0700 -1130 & 1215 - 1600 F 0700 -1130 & 1215 - 1445 Phone # 480-5034/5035 | | |
| | Weed burners can be borrowed from the Self Help store after the user attends a short training class (contact the Self Help to schedule training) | | |
| | Authorized users of the self help store include the following: Sq CC/First Sgt/Airmen Dorm Leader/Facility Managers/Alternate Facility Managers | | |
| | Leaves and weeds need to be placed in bio-degradable bags (available at Self Help) | | |